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DDA 81-1885/1

10 September 1981

MEMORANDUM FOR: Associate Deputy Director for Administration  
Deputy Director, National Foreign  
Assessment Center  
Associate Deputy Director for Operations  
Associate Deputy Director for Science  
and Technology  
Comptroller

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Steering Committee for the IHSA's  
Strategic Planning Program

1. As you know, we are committed to a tightly paced, one-year program to develop an Agency strategic plan for information handling systems. Achieving this objective will require the continual attention of senior management. We have identified a number of issues to be resolved and others, currently unforeseen, will doubtlessly arise. Our tight schedule will require timely responses by senior management to emergent problems to provide guidance or apply additional resources as may be required. 25X1

2. In view of these considerations, I am asking that the Associate Deputy Directors and the Comptroller comprise a steering committee to review the Information Handling Systems Architect's (IHSA) strategic planning efforts. I have asked Bill Hart to serve as chairman of this committee. The committee will meet monthly with the IHSA, on an informal basis, to review progress and problems. Bill will report to me on this effort, and I will be responsible for assuring that it remains on track. We will be in contact with each of you over the next several days to arrange a mutually agreeable schedule for the monthly meetings. 25X1

3. Attached is a memorandum from the IHSA outlining the one-year program and identifying the issues/goals to be addressed in the first phase. He will be contacting you and/or your designated contact points in the near future to discuss personnel

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assignments to the working groups. Since our success is strongly dependent on the caliber of work these groups do, I urge you to think in terms of your senior and highly knowledgeable staff members as candidates for participation in these groups. Through the use of straw man point papers to support a compressed time requirement, the IHSA is making a major effort to minimize the time demanded of this process. I hope that this will make it possible to assign the key senior officers we need for this critical planning effort.

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Harry E. Fitzwater

Att

cc: IHSA

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Att: Memo dtd 9 Sept 81 to DDA fr IHSA,  
 Subj: Organization of Phase I of the  
 Strategic Planning for IHSs   
 IHSA:  (Draft)  
 EO/DDA  (10 Sept 81)

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